

Create The Work You Love + For Life

WORKBOOK



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SELF REFLECTION QUESTIONS

When you consider your current job, how do you feel? Use this emotional scale:



What is the biggest reason for the way you feel about your job / career? Check all that apply:



If money and time were no issues, would you choose to do something else for work?

O YesO Not SureO MaybeO No

ENERGY SELF ASSESSMENT

For each of the following statements, answer true or false. There are no wrong answers; don't overthink – your first impulse is likely your most accurate response. **TRUE FALSE**

- 1. I often think beyond my own role or responsibilities at work, seeking to understand how the bigger system functions.
- 2. I am happy to work unpaid or odd hours on a project or task that interests me.
- 3. My work is my calling I have a mission to contribute to the world through my work.
- 4. I like taking on additional responsibilities at work.
- 5. When I'm working on something interesting, I tend to lose track of time.
- 6. I am willing to sacrifice or take risks in order to achieve my professional goals.
- 7. I invest in myself continuously through learning and personal improvement.
- 8. I am excited for my professional future.
- 9. I am willing to do whatever it takes to complete a work project or task.
- 10.1 don't typically sweat the small stuff.

Once complete, count the number of True and False responses – place your counts in the boxes at right. Use the scale below to mark your count of True statements – this is your **Energy Orientation**.







CAREER MASS SELF ASSESSMENT

For each of the following statements, answer true or false. There are no wrong answers; don't overthink – your first impulse is likely your most accurate response.

- 1. I am comfortable adapting to different roles and tasks within my work organization.
- 2. I enjoy diving deeply into professional topics to learn as much as I can.
- 3. I like having a wide range of professional skills and work experiences.
- 4. I create and nurture strong professional relationships.
- 5. I invest in building new professional skills.
- 6. My current skills are transferrable and useful in other



industries.

7. I am open to learning new skills or behaviors – even if

they are outside of my comfort zone or expertise.

- 8. I consider myself an expert in my field.
- 9. My values, actions, and behaviors are congruent.
- 10. I am active in professional organization(s) to expand

my network and knowledge.

Once complete, count the number of True and False responses – place your counts in the boxes at right. Use the scale below to mark your count of True statements – this is your **Career Mass Orientation**.





TOTALS

CAREER MASS ORIENTATION

ACHANGE SELF ASSESSMENT

For each of the following statements, answer true or false. There are no wrong answers; don't overthink – your first impulse is likely your most accurate response.

- 1. I am comfortable making decisions, even when there is ambiguity or uncertainty.
- 2. I enjoy working with new or different people.
- 3. I rarely get flustered or upset at work.
- 4. I consider myself professionally versatile and adaptable.
- 5. I stay up to date on changing trends, technologies, and news in my industry.
- 6. I view setbacks as opportunities for learning and



growth.

- 7. Personal and professional resilience are my superpowers.
- 8. I get bored when work is too slow or predictable.
- 9. I am open to reinventing myself professionally.
- 10. I am comfortable with uncertainty because I'm

confident in myself.

Once complete, count the number of True and False responses – place your counts in the boxes at right. Use the scale below to mark your count of True statements – this is your Δ **Change Orientation**.



TOTALS





THE QUANTUMIZED CAREER Pam's \mathcal{E} + CM + ΔC Chart

As an example, Pam recently took The Quantumized Career's Energy, Career Mass, and Δ Change self-assessments. She plotted her scores below and connected the dots, so that she could visualize her career-related strengths and opportunities for improvement. In fact, most adults are visual learners, so plotting your own self-assessment scores may provide greater insights, too.

As Pam's scores illustrate, her Career strength is her Career Mass, with a score of 7. Pam's opportunity for improvement (or at least for further inquiry!) is in Energy, with a score of 3.

CAREER MASS



THE QUANTUMIZED CAREER *Your* \mathcal{E} + CM + ΔC Chart

Plot your **Energy + Career Mass +** Δ **Change**, based on your self-assessment worksheet scores. Add your score on the corresponding category axis below. Once dots are placed, draw connecting lines between your scores to map your chart. This chart provides a visual for your career strengths and focus opportunities. Use insights to drive your action planning.





Your Al Tool: Hi, there! What can I do for you today?

You: I would like some career advice. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS] and I have [EDUCATION LEVEL AND DEGREE]. Recently I took a career selfassessment where I noted that I am feeling [EMOTICON] at work, primarily due to [REASON]. What are 5 strategies that I can begin to use now to improve this area of my career? Please be very detailed about your rationale for why each strategy you provide will help me.





Your Al Tool: Hello! How can I help you?

You: Please provide some career mentorship. I recently took a selfdiscovery survey and learned that I have a score of [YOUR ENERGY SCORE] out of 10 in my ability to commit to my career and enthusiastically invest myself professionally – what are the top 10 books on building authentic personal commitment and passion for my career? Please list these 10 books and your rationale for recommendation.





Pam's AI Tool: Hello! How can I help you?

Pam: Please provide some career mentorship. I recently took a selfdiscovery survey and learned that I have a score of **3** out of 10 in my ability to commit to my career and enthusiastically invest myself professionally – what are the top 10 books on building authentic personal commitment and passion for my career? Please list these 10 books and your rationale for recommendation.





Pam's AI Tool: I hope you enjoy the books I recommended! Is there anything else that I can assist you with?

Pam: Yes - can you please identify the top 10 free or low cost online training modules that would similarly help me with career commitment and enthusiasm? In your list of 10, please also detail the rationale for each choice and why they would help me specifically as an **Associate Accountant** in the **Airline Industry**. Thank you.





Your AI Tool: I hope you enjoy the books I recommended! Is there anything else that I can assist you with?

You: Yes - can you please identify the top 10 free or low cost online training modules that would similarly help me with career commitment and enthusiasm? In your list of 10, please also detail the rationale for each choice and why they would help me specifically as a [ROLE] in [INDUSTRY]. Thank you.





Your AI Tool: Hi! What can I assist you with today?

You: Please assume the role of creative career mentor. I am a [ROLE] in [INDUSTRY] and would like to expand my experience and talents in my field. In fact, in a recent career self-assessment, I scored a [YOUR CAREER MASS SCORE] of 10 when it comes to the depth of my professional knowledge, skills, abilities, and talents. What are 20 creative, 'outside of the box' ideas to gather maximum breadth and depth experience in this role and industry? Please list these 20 strategies and your rationale for including them.





Pam's AI Tool: Hi, there! How can I help you today?

Pam: Please assume the role of creative career mentor. I am an **Associate Accountant** in the **Airline Industry** and would like to expand my experience and talents in my field. In fact, in a recent career self-assessment, I scored a **7** of 10 when it comes to the depth of my professional knowledge, skills, abilities, and talents. What are 20 creative, 'outside of the box' ideas to gather maximum breadth and depth experience in this role and industry? Please list these 20 strategies and your rationale for including them.





Your AI Tool: Hello! How can I assist you?

You: Assume the role of a career mentor. Recently, I took a selfassessment where I answered the following true / false statement ["TYPE STATEMENT HERE"] as false. This is an area of possible growth for me. What are some ideas or actions that I can take to change my perspective of this statement to 'True'? Provide a list of the top 10 actions and the top 10 behaviors that I could consider focusing on to turn this false statement true for myself. Please be as detailed as possible.





Your AI Tool: Hi! What can I help you with today?

You: I recently took a self-discovery survey and learned that I have a score of [YOUR Δ C SCORE] out of 10 in my ability to embrace change and adapt professionally - what are the top 20 ways in which I can build my personal adaptability and comfort with change in the workplace? Please list these top 20 actionable improvement strategies for me, detailing your rationale for each and why they would help me specifically achieve comfort with change in my career.





Your AI Tool: Are there any additional questions that I can assist with?

You: Yes, please. I am in the [INDUSTRY] field as a [ROLE] – of the top 20 strategies you listed to better embrace change and adapt professionally, which top 5 should I focus on right now to have the utmost in adaptability in my industry. Please provide a detailed explanation of why these are the top 5 strategies I should pursue now.





COMPENSATION QUBITS WORKSHEET



COMPENSATION QUBITS WORKSHEET

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INTRINSIC QUBITS WORKSHEET



	Danger					
	Sense of Power / Control	0	0	0	0	0
	Sense of Importanc		0	0	0	0
	Independence	0	0	0	0	0
	Sense of Purpose	0	0	0	0	0
	Creative Outlet	0	0	Ο	0	0

INTRINSIC QUBITS WORKSHEET

INTRINSIC QUBITS WORKSHEET

CONTINUED



INTRINSIC QUBITS WORKSHEET

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RELATIONAL QUBITS WORKSHEET



	5 7					
	Shared-Goal Teamwork	0	0	0	0	0
	Impact	0	0	0	0	0
	Competition	0	0	0	0	0
	Credibility as Expe	rt O	0	0	0	0
	Longevity	0	0	0	0	0

RELATIONAL QUBITS WORKSHEET

RELATIONAL QUBITS WORKSHEET

CONTINUED

HAVE?	WANT?	QUBIT	RATE ITS IMPORTANCE
			Low Some Neutral High Extreme
		Appreciation	OOOOO
		Pressure	00000
		Dynamic / Fast-Paced	00000
		Promotion	$\bigcirc \bigcirc $

RELATIONAL QUBITS WORKSHEET

ENVIRONMENTAL QUBITS WORKSHEET



	Nature / Outdoors	0	0	0	0	0
	Schedule Flexibility	0	0	0	0	0
	Public Speaking	0	0	0	0	0
	Virtual Work	0	0	0	0	0
	Variety of Work	0	0	0	0	0
	Opportunity to Meet New People	O	0	0	0	0

ENVIRONMENTAL QUBITS WORKSHEET

THE QUANTUMIZED CAREER Kevin's Scorecard Example

Kevin completed his worksheets from each career qubit chapter and captured his 'Extreme' and 'Low' counts for each quantum career category, as shown. Kevin then calculated his normalized 'Extreme' and 'Low' counts, rounding each to the nearest two decimals. Finally, Kevin plotted each point on the template provided to reveal his personalized quantum career chart.





THE QUANTUMIZED CAREER Self Assessment Scorecard

Revisit your Career Qubit worksheets. For each quantum career category, count the number of qubits you rated 'Extreme' importance and count those you rated 'Low' importance. Place those numbers in the appropriate sections below. Normalize each count by dividing by the number shown. Capture to the nearest two decimal places (you can round up or down, just be consistent throughout). Plot your scores to create your tailored quantum career chart.

COMPENSATION	INTRINSIC
Extreme Count:	Extreme Count:
Low Count:	Low Count:
Normalized Extreme Count: Extreme Count 🔶 9 =	Normalized Extreme Count: Extreme Count 🔶 16 =



Kevin's Quantum Career Chart

Kevin plotted the normalized 'Extreme' counts on each axis, as well as the normalized 'Low' counts on each axis, shown below. Kevin then connected each normalized 'Extreme' point (black dots and lines) and normalized 'Low' point (gray dots and lines) to create his quantum career chart. See Kevin's data and chart interpretation explained more fully in the chapter.





THE QUANTUMIZED CAREER Your Quantum Career Chart

Place dots to plot your **normalized** scores of your 'Extreme' and 'Low' counts on their corresponding category axis below. Use your calculations from the previous page's worksheet. See Kevin's example calculations and chart as a guide on the next page. Once dots are placed, draw connecting lines between your four 'Extreme' scores, and lines between your four 'Low' scores. Use the info in the chapter to help you interpret your quantum career chart.

COMPENSATION



THE QUANTUMIZED CAREER High & Low Qubit Scorecard

Revisit your Career Qubit worksheets. For each quantum career category, identify the qubits you rated 'Extreme' importance and list them in the corresponding box. Find those qubits you rated as 'Low' importance in each category and list them here, as well. Identifying these High and Low importance qubits will help you hone your focus on what you want more of and less of in your work.

COMPENSATION	INTRINSIC
Highest Ranked 3 Qubits:	Highest Ranked 3 Qubits:
Lowest Ranked 3 Qubits:	Lowest Ranked 3 Qubits:

ENVIRONMENTAL	RELATIONAL
Highest Ranked 3 Qubits:	Highest Ranked 3 Qubits:
Lowest Ranked 3 Qubits:	Lowest Ranked 3 Qubits:

THE QUANTUMIZED CAREER Skill Inventory

Review the Top 50 Skills and their definitions listed in the chapter. This is a starting list only, so if you know specific, additional skills you have (or need improvement in) be sure to note those, as well.

Which of these skills do you excel in? Which of these skills do you need to improve in? List both categories below. Review the Skill Actions below for ideas on how to make improvements.

MY TOP SKILLS

Identify Your Best 5 Skills:

SKILLS TO IMPROVE

Identify Your 5 Opportunity Skills:

SKILL BUILDING IDEAS

Want to maintain or improve a skillset, but not sure where to begin? Try these ideas:

- 1. **Mentorship:** Whether you are the expert or you are learning from others, finding a mentor (or a mentee to teach) is an excellent way to build, deepen, or sustain your skillsets.
- 2. **Training:** There are online courses (Udemy, LinkedIn Learning, et al) and books available to dive deeply into almost any skillset. Often your employer will even fund your learning.
- 3. **Experiential:** There is no substitute for practice and habit. If you want to build expertise in a skill, begin by applying your learning and taking action to practice or exhibit that skill whenever possible. Practice makes perfect!

Value-Adding & Value-Detracting Behaviors

Review the 50 Value-Adding and Value-Detracting Behaviors and their definitions listed in the chapter. These are common lists only, so if you know of other specific behaviors, be sure to note those, as well. Which of these Value-Detracting Behaviors do you struggle with? What Value-Adding Behaviors do you excel in? List both behavior categories below and consider improvement ideas suggested.

MY TOP 5 VALUE-DETRACTING BEHAVIORS MY TOP 5 VALUE-ADDING BEHAVIORS

BUILDING VALUE-ADDING BEHAVIORS

Want to maintain or improve value-adding behaviors? Try these ideas:

- 1. **Mentorship:** Whether you are the expert or you are learning from others, finding a mentor (or a mentee to teach) is an excellent way to build, deepen, or sustain those behaviors that make you a valuable asset.
- 2. **Training:** There are online courses (Udemy, LinkedIn Learning, et al) and books available to dive deeply into almost any behavior. Often your employer will even fund your learning.
- 3. **Experiential:** There is no substitute for practice and habit. What are the circumstances when you behave badly? If you want to remove a bad behavior, start with deliberate attention to making new choices when those circumstances arise. You'll find it easier to make new choices. Practice makes perfect!

THE QUANTUMIZED CAREER Your Quantum Value Statement

Create your own Quantum Value Statement by evaluating your top Skills, Behaviors, Job Responsibilities, and quantifiable Impact from your assessment worksheets and as covered in previous chapters.

Follow the script below to develop your own Quantum Value Statement.

VALUE = SKILLS + BEHAVIORS + RESPONSIBILITIES + IMPACT

"I add **VALUE** to my employer / clients by leveraging my [list your top 3 **SKILLS** here] and applying my winning [list your top 3 Value-Adding **BEHAVIORS** here] to effectively deliver

[list your top 3 Job **RESPONSIBILITIES** here] and create a positive outcome through [list quantifiable financial, customer, quality, organizational, etc., **IMPACT** here]".

66

99

SMART GOALS

When setting goals, make sure it follows the SMART structure. Use the questions below to create your goals.





ACTION PLANNER









REALITY CHECK



ACTION PLANNER – PAGE 2

DATE: / / SMTWTFS

MY TOP 5 SKILLS	MY TOP 3 VALUE-ADDING BEHAVIORS				
	MY TOP 3 BEHAN	VIORS TO IMPROVE			
MY TOP 5 SKILLS TO IMPROVE	MENTORS TO ASSIST MY SKILL & BEHAVIOR GROWTH	MENTEES TO HELP FORTIFY MY KNOWLEDGE			

NEXT LIKELY ROLE ON MY IDEAL CAREER PATH



THE QUANTUMIZED CAREER ACTION PLANNER – PAGE 3

DATE: / / SMTWTFS

SMART SKILL BUILDING ACTIONS

I will take the following smart actions to build my skills on the timeline shown with the required resources, interdependencies, and success metrics:



WHAT I NEED TO LEARN OR DO TO MAKE THIS NEXT ROLE HAPPEN





ACTION PLANNER - PAGE 4



SMART SKILL BUILDING ACTIONS

I will take the following smart actions to build my skills on the timeline shown with the required resources, interdependencies, and success metrics:

	SKILL	RESOURCES	INTERDEPENDENCIES	TIMELINE	MEASURE OF SUCCESS
0 —					
2					
3 —					

SMART BEHAVIOR IMPROVEMENT ACTIONS

I will take the following smart actions to improve my value-adding behaviors on the timeline shown with the required resources, interdependencies, and success metrics:

VALUE-ADDING BEHAVIORS

RESOURCES

RCES INTERDEPENDENCIES

ES TIMELINE

MEASURE OF SUCCESS

0

8			
6			
3			

	SMART 'NEXT LIKELY ROLE' ACTIONS							
	I will take the following smart actions to land my next likely role on the timeline shown with the required resources, interdependencies, and success metrics:							
	NEXT LIKELY ROLE ACTIONS RESOURCES INTERDEPENDENCIES TIMELINE MEASURE OF SUCCESS							
0 —								
2 —								
3 —								

AI PROMPTS FOR CAREER EXPLORATION

- I have a [LEVEL] degree in [EDUCATIONAL DISCIPLINE] what are the top 20 industries that can harness and utilize my education? Please list the top 20 for me.
- I have [YEARS OF EXPERIENCE] working in [INDUSTRY] what are the top 25 roles that can harness my unique experience? Thanks for generating this list of 25 for me now.
- Please respond as if you were a famous futurist. I work in [INDUSTRY] as a [ROLE]. What do you see as the major trends in my industry over the next 5 to 10 years? What do you envision the expectations and trends will be in +10 years for my industry and role?
- I would like some career advice. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS]. I have [EDUCATION LEVEL AND DEGREE] and my top skills are [SKILL 1, SKILL 2, SKILL 3]. Besides my current role and industry, can you generate a list of an additional 20 roles where my skills and experience would be aligned and competitive?

AI PROMPTS FOR CAREER TRANSITION

- I am very interested in exploring a career in [INDUSTRY], specifically interested in [ROLE].Can you provide the top 20 activities that the role typically includes? Please provide 5 example role descriptions for this role. Can you provide a summary 'day in the life of' (also known as a DILO) for that industry and role so that I can better understand what the job entails? Please also list the top 20 challenges that are commonly faced in this role with detailed explanation of each challenge.
- I am quite interested in learning more about a career in [INDUSTRY], specifically a job in [ROLE] so that I can decide if this career is right for me. Can you generate a list of the top 20 articles, books, documentaries, and shadowing opportunities for me to review so that I can learn more about this industry and role before I make the leap?
- Can you provide me with some career advice? Career assessments that I have taken suggest that I am highly skilled in [SKILL 1, SKILL 2, SKILL 3] and I really enjoy a career that includes [QUBIT 1, QUBIT 2, QUBIT 3]. What are the top 20 careers or roles that require my skills and provide me with those attributes that I really enjoy?
- Please provide career mentorship for me. I would like to find a job that includes [YOUR TOP 3 DESIRED QUBITS] and minimizes [YOUR LOWEST 3 QUBITS]. What roles do you suggest? Please generate a list of the 20 most compatible roles and their industries, including your justification as to why each role is a match with the attributes that I want and minimizes the attributes I would like to avoid.
- Please assume the role of expert historian. I have an interest in [INDUSTRY], particularly in [ROLE]. Can you provide a list of 20 role models or important figures in that industry or role that I can learn more about? Please explain why each person on your list is important.
- Please assume the role of my career mentor and respond in as detailed a way as possible. I am a [ROLE] with [YEARS OF EXPERIENCE] years of service in [INDUSTRY] and have a degree in [EDUCATIONAL DISCIPLINE]. I have been assessed as highly skilled in [SKILL 1, SKILL 2, SKILL 3] and enjoy work that includes [QUBIT 1, QUBIT 2, QUBIT 3]. I am considering making a change in my career from [CURRENT ROLE OR INDUSTRY] to [NEW ROLE OR INDUSTRY]. Which of my current skills and education are transferable and how are they a fit with my desired new role? Please provide a detailed outline that justifies your position.
- To be most successful in a potential transition from [CURRENT ROLE OR INDUSTRY] to [NEW ROLE OR INDUSTRY], what additional skills and education should I consider acquiring? Please provide a list of the top 20 free and low cost books and online courses that I can take to build the additional skills and behaviors I will need to be successful in this career transition.
- I would like a career that pays at least [YOUR MINIMUM ANNUAL SALARY REQUIREMENT] per year and prominently requires my top skills of [SKILL 1, SKILL 2, AND SKILL 3]. Please respond as my career brainstorming partner to help me think outside of my comfort zone and generate a list of your top 20 creative answers.

AI PROMPTS FOR CAREER GEOGRAPHY

- I have a [LEVEL] degree in [EDUCATIONAL DISCIPLINE] with [YEARS OF EXPERIENCE] working in [INDUSTRY]. Please generate a list of the 20 US cities where my skills and education are most desirable based on industry, job opportunities, job security, and low competition. Please also generate a list of the 20 US cities where my skills and education are least desirable based on industry, job opportunities, job security, and high competition. Please provide rationale for each city you include.
- I have a [LEVEL] degree in [EDUCATIONAL DISCIPLINE] with [YEARS OF EXPERIENCE] working in [INDUSTRY] – what is the mean and median salary range for this role, educational level, and industry in each US Region? In each US state? In which ŬS state is the demand the highest for this role? In which US state is the demand the lowest for this role?

AI PROMPTS FOR CAREER MOTIVATIONAL AXES

• Please respond as my career mentor. I recently participated in an assessment where I learned about the four career drivers – Compensation (things like salary, benefits, bonus potential, and paid vacation), Intrinsic (things like purpose, a sense of belonging, creative outlet, and ability to mentor others), Relational (things like influence, competition, credibility, and impact), and Environmental (things like virtual work, schedule flexibility, variety of work, and potential for travel). I learned that I am most driven by [YOUR TOP MOTIVATIONAL CAREER AXIS] and least motivated by [YOUR LEAST MOTIVATIONAL CAREER AXIS]. Given these descriptions, can you identify and list the top 20 careers or roles that best align with each career driver category -Compensation, Intrinsic, Relational, and Environmental? Can you list the top 20 careers or roles that best align with my motivations?

AI PROMPTS FOR INCREASING DESIRED QUBITS & MINIMIZING UNDESIRABLE QUBITS

- Please respond as my career mentor. I really enjoy work that includes [DESIRABLE QUBIT 1, QUBIT 2, AND QUBIT 3] and find them to be energizing for my career – how can I experience more of these attributes daily at work in my role as a [ROLE] in [INDUSTRY]? Please be creative and generate a list of 20 ideas for me.
- My job as a [ROLE] in [INDUSTRY] includes [LEAST DESIRABLE QUBIT 1, QUBIT 2, QUBIT 3] and I find it to be demotivating for my career. Please assume the role of career mentor and generate a list of 20 ideas for me to minimize or even eliminate these demotivating attributes from my daily work.

AI PROMPTS FOR LEARNING NEW SKILLS AND BEHAVIORS

- I would like some career advice. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS]. I have [EDUCATION LEVEL AND DEGREE] and my top skills are [SKILL 1, SKILL 2, SKILL 3]. Please generate a list of the top 20 free or low-cost books, online courses, or professional groups I should join to reinforce my skills and competitiveness.
- Please assume the role of my career mentor. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS]. I have [EDUCATION LEVEL AND DEGREE]. While I excel in much of my career, my biggest skill gaps are in [SKILL 1, SKILL 2, SKILL 3]. Please generate a list of the top 20 free or low-cost books, online courses, or professional groups I should join to improve my competence in these skills.
- Please provide some creative career advice I would like to improve in [SKILL] but do not always have an opportunity to do so at work. Can you generate a list of 20 ways that I can incorporate building this skill into my role? Can you also generate a list of the 20 ways that I can practice this skill in my daily life when I'm not at work?

AI PROMPTS FOR LEARNING NEW SKILLS AND BEHAVIORS

- Please assume the role of a career mentor I have a behavioral gap of [BEHAVIOR], and I know that if I do not address this behavior it could hurt my career. Please list the top 20 free or low-cost books and online courses that I can use to correct this behavior.
- I would like to begin addressing these gaps in [SKILL] and [BEHAVIOR] right away before I begin reading one of the books or take one of the online courses suggested, what is the next available action that I could take today to begin learning and improving in these areas immediately for small but quick gains?

AI PROMPTS FOR RETURN ON INVESTMENT (ROI) CALCULATIONS

- Please provide career advice. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS]. I have [EDUCATION LEVEL AND DEGREE]. If I were to build my skill expertise in [SKILL], what could the payoff be in time? In salary impact? Please be specific in your rationale.
- Please assume the role of career mentor. I am [AGE] and have worked in [INDUSTRY] as a [ROLE] for [NUMBER OF YEARS]. I have [EDUCATION LEVEL AND DEGREE]. If I were to improve by behavior in [BEHAVIOR], what could the payoff be in time? In salary impact? Please be specific in your justification.
- If I invest [HYPOTHETICAL NUMBER] of dollars in skill building for [SKILL], what could the payoff be in terms of potential promotional opportunities? Please respond as a career mentor and explain your rationale.
- Can you help me determine the return on investment for building my skill [SKILL] in my career? How long until the investment of my time and taking an online course (let's say \$1000 investment) could pay off? Please include 5 persuasive talking points on the importance of improving this skill that I can use with my manager so that my employer will consider paying for this training.

AI PROMPTS FOR EXPERIENCE GATHERING

- Please assume the role of creative career mentor. I am a [ROLE] in [INDUSTRY] and would like to expand my experience and talents in my field. What are 20 creative, 'outside of the box' ideas to gather maximum breadth and depth experience in this role and industry?
- I would like to expand my expertise in [SKILL] and [BEHAVIOR]. What are the top 20 ways that I can gather related experience or practice these attributes away from work? Please be creative and detail each suggestion listed.
- In order to further my career, I would like to gain 'hands-on' experience in [SKILL]. Please be creative and generate a list of the top 20 ways that I can gain hands-on experience in this skill.
- How can I relate the external skill building experience of [EXPERIENCE] to gain proficiency in [SKILL] in a meaningful way so that my manager understands that I am committed to learning and considered for a role that includes this expertise? Please generate 10 persuasive talking points that I can share with my manager on the benefit of my external experience and how it has deepened my expertise in this skill.

AI PROMPTS FOR MENTORSHIP

- Please assume the role of creative career mentor. As a [ROLE], I want to find a mentor who can help me develop and grow in [SKILL]. Can you generate a list of the top 20 types of resources who might be able to provide this mentorship?
- I want to establish a mentoring relationship with [PERSON] to develop in [BEHAVIOR] can you please craft an email asking them to mentor me? Please make this email short yet highly compelling.
- Please draft a mentorship contract for my mentor [PERSON] and I please highlight terms and timelines to include, as well as any other considerations to address to ensure success for both parties.
- I would like to form a mentorship relationship with [PERSON], but I am too shy to ask. Can you please generate a list of 10 reciprocal benefits that I can 'bring to the table' in exchange for their wisdom so that I do not feel so awkward about asking them for their help?
- I would like to become a mentor and have strong skills in [SKILL 1, SKILL 2, SKILL 3] and work in [INDUSTRY]. Please list the top 20 mentee candidate types (both in business and in my general community) that I should consider offering my mentorship to so that I can develop my own leadership and communications expertise.

AI PROMPTS FOR ACCOUNTABILITY AND ACTION

- I want to make sure I hold myself accountable for progress building skill [SKILL] what are the top 10 metrics I can use to ensure I am making forward progress? Which of these 5 metrics can I share with my manager to show I'm serious about improvement? Please make a detailed and persuasive case.
- Please assume the role of an accountability partner. Can you design an action plan with timelines
- and metrics for my skill building in [SKILL] and [BEHAVIOR] that can be successfully and cost– effectively completed in the next 30 days? Please be extremely detailed and design a daily plan of action.